**G E O R G E M A S O N U N I V E R S I T Y**

**Student Involvement**

**Constitution Guide**

**Please STRICTLY follow this format including bullets and numbering. Failure to include any of the points listed below will**

**result in the delay of your organization’s approval for the following academic year.**

**Items to remember when drafting your constitution:**

* All sections described below *must* be included in some form in the organization’s constitution and by-laws.
* All **bolded** sections and clauses *must* be included verbatim in the organization’s constitution**.** These include:

o Article Three: Membership/Non-discriminatory clause

* The non-discriminatory clause can only be altered for organizations with a religious affiliation, national Fraternity or Sorority affiliation, or political affiliation.
1. Article Four: Advisor clause
	1. Article Six: Impeachment clause o Article Nine: Amendments clause o Article Ten: Ratification clause
* If you would like to make any changes to this format, speak with the Program Coordinator for Student Organizations before doing so.
* Be sure to also provide the date the constitution was drafted (at the top) and any dates on which the constitution was updated and ratified (at the end)—This is important for your organization to keep record of when changes to the constitution were made.
* All highlighted items are those which have been added/changed since the last re-registration period. *Be sure to make these* *changes to your organization’s constitution to avoid delaying the approval of your organization.*



**ORGANIZATION NAME**

**Drafted on: 5/7/2019**

Article One **NAME OF ORGANIZATION**

* The name of this organization shall be, “George Mason University American Sign Language Club”. An acronym will be, “GMU ASL Club”.

Article Two **PURPOSE OF ORGANIZATION**

* The purpose of this organization is to bring together Deaf, Hard of Hearing, and hearing students by using sign language outside of the classroom.

Article Three **MEMBERSHIP**

* **Membership in this organization will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.**
* Anyone who is interested in signing and wants to sign actively are qualified for membership.
* All active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
* The types of membership available are as follows: ***active*** (currently enrolled GMU students who attend meetings/functions and pay dues if applicable); ***associate*** (includes members of faculty/staff); ***honorary*** (alumni, Deaf, Hard of Hearing, or interpreters from the community).
* State what a member must do in order to be recognized as an active/associate/honorary/etc. member
* Only *active* members may vote on matters (official or not) including amendments, elections, and other motions brought forth in meetings. Only *active* members pay dues, *associate* and *honorary* do not pay dues.
* Membership privileges may be revoked if disrespect is shown to either an officer, fellow club member, or to the rules (i.e. voicing/talking during a “no voice period”).

Article Four **OFFICERS**

* Secretary - record the minutes, G-mail share (google drive) social media, promotion for the club/events, website.
* Treasurer - in charge of the budget, dues (amounts and when to pay them), anything relating to money in general, merch.
* Vice President – historian matters, document, make website, buy a domain- invoice, works with the president, president goes to them as second in command, takes over if president can’t make a meeting.
* President - final say/best judgement, overlook different aspect of other positions, if have to have conduct meetings with people could do it one on one or with another officers, “put foot down” in situations, work with VP and other officers, delegate, head organizer, call for revisions of the constitution.
* Officers should have the GPA of at least 2.5.
* The length of the officer’s term is a year and term limits would be until they are voted out, for each position.
* An officer may be removed from their duties if failure to execute their duties or if absent from half or more meetings (without a valid excuse), of if their GPA falls below the minimum requirement of an officer.

**ADVISOR**

* **The primary advisor shall be a full-time member of the faculty or staff at George Mason University.**
* The advisor will be selected based on his or her involvement in American Sign Language.
* The advisor may be removed from his or her duties if there is a failure to contribute to the club.
* The advisor may offer guidance and support for the organization, but MAY NOT have a vote.

Article Five **ELECTIONS**

* Approximately elections will take place around April 14th (usually March, and *must take place by April 15th* *to allow* *time for officer transitions and an accurate, up-to-date roster for re-registration).*
* The nominating procedure including the length of time allowed for nomination, who is allowed to submit nominations, and the method for submitting nominations is as follows: about three minutes to nominate, anyone (active members) are allowed to nominate, and the method is stating, “I nominate \_\_\_\_”, to which he or she can accept or reject the nomination.
* Nominees will each present their qualifications in a brief argument of how they believe they are best fit for a position.
* The method that will be used for voting is secret ballot and the advisor (or if not available, the current officers) will be responsible for tallying votes.
* Procedure for runoffs in the event of a tie (if applicable) will be to revote until a conclusion is formed.
* The procedure for transitioning of current and new officers involves a short shadow period in which new officers are familiarized with operating procedures and necessary paperwork.

Article Six **IMPEACHMENT OR RESIGNATION**

* **Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.**
* The procedures for removing an individual from their official position should they fail to perform the responsibilities or abuse the privileges of their elected or appointed position in the organization are:Formal letter explanation explaining why they resign, meeting with other officers, hold emergency elections if nesscecary,as well as with the advisor, when elections come around again, they need to re-run.
* The procedures for an individual wishing to resign from their position would be the same procedure as above.
* The procedures for appointing or electing a new officer to a position that has been vacated should a current officer resign from their elected or appointed position or should a current officer be impeached or removed from their position would be to have an ‘emergency vote’ amongst the members.

Article Seven **MEETINGS**

* The group will meet on a case by case basis, at least twice a month, unless preparing for an upcoming event, meetings will be more often, leading up to the said event.
* The group will meet either in-person or via video call.
* The president presides at the meeting, if he or she cannot, the Vice President presides.
* The executive board has separate meetings, if necessary.
* Attendance policy for active members would be to come as one can, and for officers to be at every/most of the meetings.
* The quorum is at the very least all/most (1/2) the officers.
* The procedure for calling special meetings, depending on the situation, socially, events, etc. call it at least 48 hours in advance.
* Parliamentary rules of order that will be used is the latest edition of Robert’s Rules of Order.

Article Eight **FINANCE**

* The amount of dues and the method of collection will be decided by a majority vote of the executive officer at the beginning of each semester for semi-annual dues or the beginning of each school year for annual dues. The officers should agree on the amount of dues, the amount would be about 10 to 30 dollars per semester, depending if other amenities are included.
* Financial reports and documents are to be recorded on a monthly basis by the treasurer and to be passed down to the next proceeding treasurer.
* Fundraising or Self-Generated Revenue (SGR) must abide to the RSO rules of either cash or check.

Article Nine **AMENDMENTS**

* Any current officer can propose an amendment to the fellow officers and members and will discuss the amendment accordingly.
* **Student Involvement must review all amendments in the same manner as a completely new constitution.**

Article Ten **RATIFICATION**

* The process to ratify would be the same process as said in proposing an amendment, if a member has an idea, they can resent it to the officers and then it would be written up and discussed.
* **This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.**

Constitution Ratified on: 9/6/2020

**\*\*\*If there are any additional articles that apply to your organization, place them after Article Eight and before Article Nine.**

**Consult the Program Coordinator for Student Organizations before doing so.**